



**Town of Clayton
Regular Town Council Meeting Minutes
Monday, May 4, 2020 @ 6:00 PM**

COUNCIL PRESENT:

Mayor McLeod
Mayor Pro Tem Thompson
Council Member Grannis
Council Member Holder
Council Member Bunn
Council Member Everett

STAFF PRESENT:

Adam Lindsay, Town Manager
Nancy Medlin, D/Town Manager
Katherine Ross, Town Attorney
Kimberly Moffett, Town Clerk
Robert McKie, Finance Director
Stacy Beard, Communications Director
Rich Cappola, Public Services Director
Heidi Holland, Deputy Town Clerk

COUNCIL ABSENT:

1 CALL TO ORDER

Pledge of Allegiance and Invocation

- a) Mayor McLeod called the meeting to order at 6:00 p.m. He led everyone in the Pledge of Allegiance and offered the Invocation.

2 ADJUSTMENT OF THE AGENDA

3 CONSENT AGENDA

(Items on the consent agenda are considered routine in nature or have been thoroughly discussed at previous meetings. Any member of the Council may request to have an item removed from the consent agenda for further discussion.)

- a) DRAFT Minutes
- April 20, 2020 - Regular Town Council Meeting
- b) Warranty Acceptance
- Walton Farm - Phases 1-3 and 8-9
 - Walton Farm - Phase 4
- c) Resolutions Awarding Service Weapons and Badges to Retiring Police Officers
- Captain John Coley - Retiring May 28, 2020 with 28 Years of Service
 - Sergeant Keith Garner - Retiring June 30, 2020 with 11 Years of Service

ACTION: Adoption of Consent Agenda as Presented

Motion: Council Member Holder
Second: Council Member Grannis
Vote: Unanimous

4 **ADMINISTRATIVE ITEMS**

5 **INTRODUCTIONS AND SPECIAL PRESENTATIONS**

6 **PUBLIC HEARINGS**

7 **OLD BUSINESS**

- a) Budget Ordinance - Basement Renovation
 Presenter: Robert McKie, Finance Director

Mr. McKie presented and shared information regarding this budget ordinance in reference to basement renovation project. The funds being used for this project are inspection revenue restricted funds. The Inspections Department staff will be relocating their office to this location when renovations are complete. This will allow for extra growth in town hall. There were no questions from council.

Council Member Grannis stated he was in full support of the project, but would have preferred if a different source of funding had been used.

ACTION: Adoption of Ordinance #2020-05-01

Motion: Mayor Pro Tem Thompson
Second: Council Member Everett
Vote: Unanimous

8 **NEW BUSINESS**

9 **STAFF REPORTS**

- a) Town Manager
 Presenter: Adam Lindsay, Town Manager
 • Budget Update

Mr. Lindsay offered appreciation to Town Clerk Moffett and Deputy Town Clerk Holland as this is Municipal Clerk Week. The Mayor and council offered their thanks and appreciation as well.

Mr. Lindsay provided an update regarding the impact of the '19-'20 Fiscal Year. He shared information regarding what some of the impacts related to COVID-19 might be to our current economy. He discussed sales tax revenues and predicted decline for the 2nd quarter. He also discussed Cultural Arts, Community Center and Library and program/events that had to be cancelled. Also discussed were the utility billing including no disconnections, no late fees, and no reconnection fees as well as offering a 6 month payment plan for those who need it. Council Member Holder asked about the total of fees that would be lost for 2 months of non-payments and fees. Mr. Lindsay stated it was approximately \$150,000. With regard to development activity we have not seen any slowdown. There is a hiring freeze for non-essential positions and

there is also a travel freeze in place. Also shared was a comparison of our fund balance and general fund revenue. There is a positive in revenue that will carry us through the remainder of this fiscal year and we believe we will be in the positive by year end. Council Member Holder shared concerns about public safety funds not being used. Mr. Lindsay stated a large portion is probably due to lap salaries and is for both the Fire and Police Departments. Mr. McKie stated he could compile and share information to council. Mr. Lindsay also provided information regarding the Water & Sewer Fund. We are still positive as well. Also shared was information regarding the Electric Fund, which is also positive. Mr. Lindsay also shared information regarding consumption of utilities for residential, commercial and industrial. There is a slight increase in industrial usage.

- b) Town Attorney
- c) Town Clerk
- d) Other Staff

10 OTHER BUSINESS

- a) Informal Discussion & Public Comment

Ms. Moffett stated that she had not received any public comment for the meeting.

- b) Council Comments

Council Member Grannis offered his thanks to all staff for all they done during this difficult time. He also offered his appreciation to Clayton citizens for all their efforts with stay at home and social distancing orders. He stated he understood the frustrations people are feeling. He also acknowledged all the small business owners and the impact they are experiencing. He also added we are not out of the woods yet and our new normal will be different, but it is important that citizens know we understand their pain and truly appreciate all they are doing.

Mayor McLeod stated the state was going to share out COVID information by zip codes. Mr. Lindsay stated that information was available and he would share that information with all council.

11 ADJOURNMENT

- a) Adjourn the Meeting

With there being nothing further, the meeting was adjourned at 6:32 p.m.

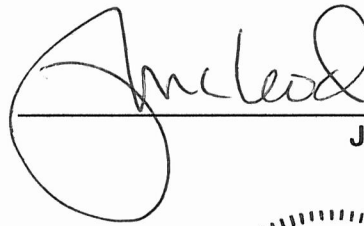
ACTION: Motion to Adjourn

Motion: Mayor Pro Tem Thompson

Second: Council Member Holder

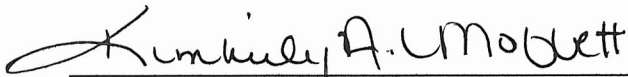
Vote: Unanimous

Duly adopted this the 18th day of May, 2020 while in regular session.



Jody L. McLeod
Mayor

ATTEST:



Kimberly A. Moffett, CMC, NCCMC
Town Clerk

